The Specs & Standards service can help you quickly locate the industry standards, military specifications, and other technical documents you need. Records are included for over 568,000 industry standards written by over 450 standards developing organizations. Over 350,000 active and historical U.S. Military/Federal documents are also included.

To Start:

 Select your Desktop login link OR

Go to http://www.ihs.com, click the **Subscriber Login** button, enter your user name and password, and click the **Submit** button.

2. Click the Specs & Standards link

*To Exit:* Click the **Logout** button.

For Help: Click the Help button. For additional assistance,

contact **IHS Customer Support:** 1-800-447-3352 (USA/Canada) +1-303-397-2295 (Worldwide)

## Search Screen



#### Basic Search Procedure

- Enter search terms in the Doc No and/or Text fields, and/or use the Browse/Refine Search drop-down list to define the document(s) you need.
- 2. Click the Search button.
- To view the retrieved documents, click the document number links in the results list. Click the Summary links to review Abstracts, Document History, and Referenced Documents reports.

#### **Document Number Searches**

- Document numbers are not case sensitive. You can type upper or lower case alpha and/or numeric characters.
- You will find the number entered, plus that number with any revisions, slash sheet specifications, notices, etc. You will also retrieve documents where the number entered is the revision, slash sheet specification, or notice number.
- Enter an asterisk (\*) wildcard at the beginning, middle, or end a number to expand your search. The asterisk represents an unlimited number of unknown characters.
- Slashes and dashes are the same. For example, 38510/4 and 38510-4 retrieve the same results.

#### **Text Searches**

- By default, the Text field searches the titles and abstracts
  of the documents. To search both the titles and abstracts
  and the full text of the documents, click the Include Doc
  Text check box to the right of the Text search field.
- The Text field is not case sensitive. Alpha characters can be entered as **either upper or lower case**.
- When you enter multiple words, documents are found containing all words— and is assumed between words.
- Use double quotation marks (") around words to search for an exact phrase.
- Common word variations, such as plurals and words ending in ing and ed are automatically retrieved. For instance, valve retrieves valve, valves, etc.

### Browse/Refine Search

The Browse/Refine Search drop-down list allows you to search by many parameters. Use it to locate the documents you need, or use it in combination with the Doc No and Text search fields.



## Search Results

- Click the Summary links to view abstracts, histories, and referenced documents.
- Click the document number links to view the PDF documents.
- Click the buttons on the gray toolbar to Save Search, Download Results, and Print the list.
- Notice the *FLIS* (Federal Logistics Information System), *QPL* (Qualified Products List), and *Slash* (slash sheet specification) links.

## Summary Reports

Click the buttons on the **Menu** bar to view the — **History**, **Abstracts**, and **Referenced Documents** summary reports.

• **Abstracts** - One quick look at this report can let you know if this is truly the document you need. **Scope**, **Intended Use**, and **Keywords** paragraphs are provided, if available.

 History - This window lists all documents in the document family. Click the document numbers to view the documents.

Click the author's name to retrieve the address, phone number, etc.

This report indicates if the original document is **ANSI approved** or **DoD adopted**, and lists the **FSC** (Federal Supply Class) and applicable **PCNs** (IHS Product Code Numbers).

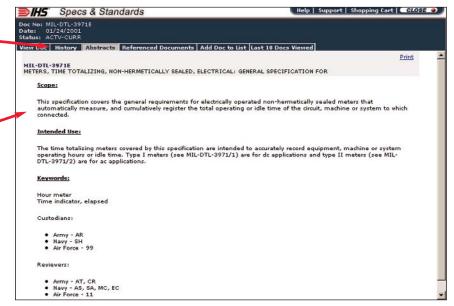
Links to **FLIS** (Federal Logistics Information System) data, **QPLs** (Qualified Products Lists), and **Slash Sheet Specifications** are provided, if applicable.

Referenced Documents - What a time saver!
 Just click the document numbers to view the referenced documents.

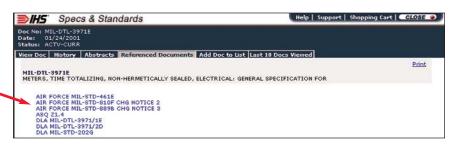


Sort the list by clicking the column headers.

If you have a question about how to use a Specs & Standards feature, click the associated Help icon - ② - for search tips and more information.





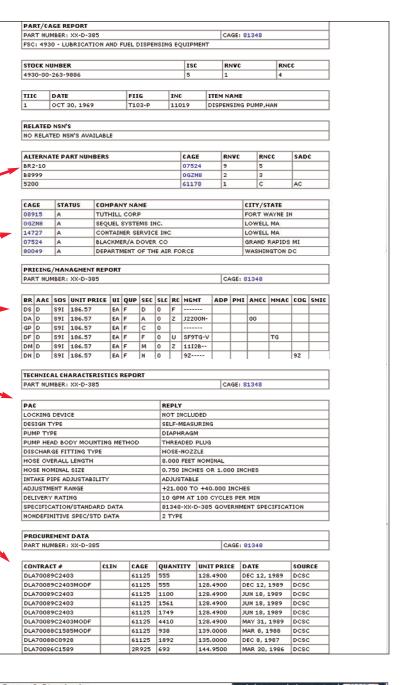


# **FLIS Part Reports**

FLIS (Federal Logistics Information System) data can help you **locate parts that meet specifications**. The FLIS cross references National Stock Numbers (NSNs), manufacturers' part numbers, and CAGE (Commercial and Government Entity) codes for more than 12 million items purchased within the Federal Supply System.

- Alternate part numbers can help you negotiate prices and select the best vendor.
- Links to CAGE (Commercial and Government Entity) reports that provide the information you need to contact the suppliers.
- Notice the Source of Supply (SOS) and Unit Price information.
- Use the **Technical Characteristics** to verify that this is really the part you need.
- Procurement Histories provide access to alternate suppliers, and information that can help you negotiate better prices. Information on the source from which the government purchased the item, what was paid, and how often the item was purchased is provided.

See the *Parts & Logistics Glossary* in the Help text for definitions of abbreviations and codes.

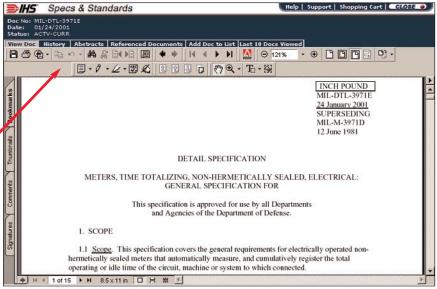


# Viewing Documents

PDF pages are displayed using Adobe Acrobat<sup>®</sup> Reader<sup>™</sup> v4.05 or higher.

If the document was returned as the result of a full text search, you will be taken to the first occurrence of your search terms.

Use the Reader toolbar to view, manipulate, and print the pages.



## Personal Document Lists

Using Personal Document Lists, you can quickly retrieve frequently needed documents, and you never have to wonder if your key documents are out of date.

## Creating Lists

- 1. Perform a search that retrieves the documents that you want on your list.
- 2. Click the check boxes to indicate the documents you want on the list.
- **3.** Click the **Add to List** button. The Add Items to List window opens.
- 4. Click the Create List button.
  Note: If you have created other lists, they are listed on this screen. You can add the documents to an existing list, if you choose.

The Create List window opens.

- 5. Enter a descriptive **List Name**.
- 6. Click the radio buttons to indicate if the list is to be Secure and/or Private. Secure lists can only be updated (administered) by you. Private lists can only be viewed (accessed) by you. Lists that are not Secure or Private can be updated and viewed by anyone sharing your IHS Login Name and Password.
  Note: List Administration functions allow you to later give specific individuals access your
- 7. Click the **Submit** button.

## **Email Notifications**

lists.

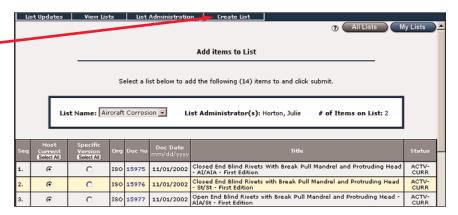
Stay on top of regulatory and contract compliance issues by having email alerts sent to you and/or others when documents on your lists are revised.

Click the **View List** button on the main **Menu** bar, select the appropriate list, and then click the **Email Notification** button to access the Email Notification window.

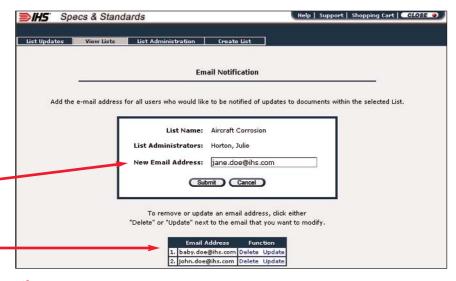
Enter the email address and click the **Submit** button.

This screen also allows you to delete and update email addresses.









## IHS - The Power of Integrated Information

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